

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Fire Chief in planning and supervising the operations of the department. The employee of this class also has the responsibility for assisting in the management of personnel. The Deputy Fire Chief oversees fire fighting and fire prevention, assists in financial management, performs public relations duties, manages facilities and equipment, and provides for training. The incumbent of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the planning and directing of department operations. Performs the duties of the Fire Chief in the Chief's absence. Recommends management policies for the department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Investigates complaints against department personnel and makes recommendations. Interviews prospective employees and makes recommendations for hiring.

Gathers information to be used in budget preparation. Purchases equipment and supplies, keeping such purchases within the established budget.

Prepares reports required to document department activity. Writes letters in answer to oral or written requests of the department or to address other needs of the fire department.

Addresses civic and other groups concerning the activities and programs of the fire department. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Represents the department to the news media, releasing information and answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies.

Directs emergency scene operations until relieved by the Fire Chief. Performs size-up. Oversees emergency scene operations in size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, and the use of water supplies. Acts as part of the fire attack team, and oversees the safety procedures at the emergency scene or fire. Participates in handling emergencies involving hazardous materials. Maintains communications at the fire or emergency scene.

Supervises subordinate department employees. Assigns work schedules, evaluates work, provides assistance in technical areas of work, resolves employee complaints and grievances, counsels employees who are experiencing work problems, and maintains discipline.

Assists the Fire Chief in evaluating training needs of the department, in developing a training program for all levels within the department, and in seeing that this program is properly staffed and supplied with training material. Personally trains personnel by conducting drills and evolutions.

Supervises the general care, maintenance and repair of apparatus and equipment, vehicles, and property. Directs the testing of equipment to insure that it meets all applicable laws and standards. Recommends major purchases and assists in preparing specifications for new fire equipment for public bids. Maintains department inventory of supplies and equipment. Orders all supplies needed and disburses them to department personnel as required.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; collects and labels evidence of suspected arson; assists arson investigation personnel; and testifies in court when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

At the time of examination, must be an incumbent in the class of Firefighter/Operator. Must be a regular and permanent employee in the class of Firefighter/Operator for at least (5) five

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years. Must be state certified in Firefighter I and II.